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AUGUSTA LICENSE & INSPECTION DEPARTMENT

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BUILDING PERMITS	(706) 312-5050	FAX: (706) 312-4277
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ALCOHOL LICENSE	(706) 312-5038	FAX: (706) 821-4253
CODE ENFORCEMENT	(706) 312-5049	FAX: (706) 821-4253

Memorandum

To: All Contractors
From: Robert Sherman, Director
Date: January 20, 2011
RE: Entering & viewing inspections on-line

Effective January 20, 2011, all contractors with computer access will be able to go online to request inspections and later review the results. The Internet address is www.augustga.gov. Instructions on how to use this effectively is attached. The deadline for entering the request is 3:00 PM for an inspection the following business day. Anything entered after that time will not be inspected within the 24-hour range.

Any questions, please feel free to call our office at 706-312-5050. We hope this will be another way to assist your needs with inspections and keep you informed of your project's status.

To All Contractors Entering and Viewing Inspections Online

Website – www.augustaga.gov

Instructions for Inspection Request

➤ On the home page, in the top right -

- 1) Point to “City Services”
- 2) Click on “License & Inspection Status”
- 3) Click on “Submit an Inspection Request”
- 4) Complete **all** boxes.
 - You will be required to enter your business license #.
 - On the inspection line, press the down area and click the requested inspection.
 - If you are requesting all finals or all roughs, please request the building inspection and enter “all roughs/finals” in comment area.
- 5) Click on “Submit”

You will receive a message stating “Your E-mail has been sent successfully – Thank You”

Instructions to Check the Status of an Inspection

➤ On the home page, in the top right -

- 1) Point to “City Services”
- 2) Click on “License & Inspection Status”
- 3) Click on “Inspection Status”
- 4) Enter the entire permit number (PR...)
- 5) Click on “Submit”

Enter your permit number where indicated and click “Submit”. All inspections that have been entered and performed will be present. It will show the permit number, type of inspection performed, inspector, date it was inspected, and results (pass or fail).

You can print a copy, if desired, for your records. You will not be able to make any changes to this page. It is for viewing purposes only.

If another inspection is needed, go to the bottom of the page and click “[Submit an Inspection Request](#)” and proceed to enter the next inspection.

We hope this will make inspection requests and viewing status of your inspections more efficient for you. If you have any further questions, please feel free to call our office at 706-312-5050.